

Health Care Job Function

HLT Dietician II

Grade: 56

Job Code: W0456P

Job Family: Health and Wellness

Job Family Matrix: [Health and Wellness Matrix](#)

Summary

Provide high quality Medical Nutrition Therapy (MNT), consultation, and training to other clinical staff and nutrition education and outreach to the Harvard community. Assess patient nutritional needs, learning styles, abilities and constraints and develop, implement, and evaluate nutritional care plans, including appropriate follow-up and referral, nutrition counseling, and education and quality improvement efforts.

Typical Core Duties

- Participate in the planning and design of meals for individuals and student population to ensure nutritional standards are met
- Provide comprehensive, best practice nutrition counseling and training
- Assess nutritional needs; assist with the development and implementation of nutritional programs to meet goals
- Provide individual and group nutritional counseling education and outreach
- Participate in panels, committees and working groups engaged in health education programs
- Collaborate with staff to provide appropriate nutritional options
- Ensure compliance with University policies and procedures and applicable legal rules and regulations

Basic Qualifications

- Bachelor's degree or equivalent work experience required
- Minimum of 3 years' relevant work experience

Additional Qualifications and Skills

- Knowledge of Microsoft Office Suite, intermediate Excel skills
- Ability to convey nutritional concepts to individuals of varying ages and cultural backgrounds
- Communication skills (both written and verbal)

Certificates and Licenses

- American Dietetic Association Registration
- Current Massachusetts Dietician license

Physical Requirements

- Sitting using near vision use for reading and computer use for extended periods of time
- Lifting (approximately 20 to 30 pounds), bending, and other physical exertion

Working Conditions

- Work is performed in an office setting